

**LIBRARY ASSISTANT - CIRCULATION  
BEAVERTON CITY LIBRARY**

**SALARY RANGE:** \$17.85 - \$23.91 per hour

**CLOSING DATE:** July 18, 2011

**ABOUT THE JOB:** A Library Assistant provides daily leadership and support to busy, high-volume Circulation Service Desk and Shelving operations, performs many of the duties required of subordinates, and serves as a member of the Circulation Division's leadership team, providing input to the Supervisor and Manager on program effectiveness and long-range planning.

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Oversee workflow of assigned service area. Assign, schedule and review staff work. Provide coaching to employees and provide input into performance evaluations. Participate in the selection process.
- Model and coach employees on excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem/complaint resolution that creates a positive experience for the customer.
- Schedule, train and coach volunteers working in the Circulation Division.
- Prepare weekly desk and work room schedules, making daily adjustments as needed. Verify timesheets and prepare them to supervisor approval.

**TO QUALIFY:** Requires a high school diploma or GED and two years experience working in a public library, including some experience in a supervisory or lead role, or an equivalent combination of education and experience.

Requires advanced knowledge of the Dewey Decimal system and library databases, English grammar, spelling and usage. Requires basic knowledge of human resources management practices.

**TO APPLY:** All interested individuals may apply by submitting a City of Beaverton application form to the Human Resources Department, Beaverton City Hall, 4755 SW Griffith Drive, Beaverton, OR 97005. Applications may be completed on our website at [www.beavertonoregon.gov](http://www.beavertonoregon.gov). Closing Date: July 18, 2011.